

**POSITION DESCRIPTION
EXECUTIVE DIRECTOR
JOINT PLANNING AND ZONING OFFICE
CITY OF RUSHVILLE AND COUNTY OF RUSH, INDIANA**

Job Title	Executive Director
Work Schedule	Monday through Friday 8:00 a.m. to 4:00 p.m.
Reports To:	City of Rushville/Rush County Joint Planning and Zoning Governing Board
Employment Status	Full Time
FLSA Status	Exempt

PURPOSE OF POSITION/SUMMARY:

Incumbent serves as Executive Director of the City of Rushville and Rush County Joint Planning and Zoning Office (JPZO) (Office). Incumbent is responsible for directing and administering day to day operations of the Office, which includes, but is not limited to: administrative functions, including personnel (hiring, performance reviews, up to and including dismissal), interpretation and enforcement of applicable ordinances (zoning, subdivision control, thoroughfare, etc.), execute and revise, as needed, Comprehensive Plans (City of Rushville and Rush County), and flood hazard manager for the City of Rushville and Rush County. Incumbent will actively participate in any program that advances the City of Rushville and Rush County in economic development and serve as expert on matters of land development.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Direct and administer day to day operations of the Office, including decisions on staff (hiring, performance evaluations, up to and including dismissal in accordance for the JPZO Governing Board Resolution.

Develop and implement Office wide goals, objective, policies and procedures

Develops and administrators Office Budget, including presentation of Budget to the appropriate governing board or council, and reporting expenditures to the governing board or council.

Ensure that the appropriate commission, board or council is kept fully informed on the condition of the Office and about any trends, events, or emerging issues of significance.

Represents the City of Rushville and Rush County on local boards and sever as an expert on land development (zoning, subdivision control, thoroughfare, flood hazard, etc.)

Administrators and enforces applicable ordinances, state statutes, etc. regarding zoning, subdivision control, thoroughfare, flood hazard, etc. Make decisions regarding correct flood hazard location, zoning district classification, permitted uses and restrictions.

Organizes and implements effective, trackable procedures for reviewing and processing

approved and projected development plans, assuring compliance with appropriate ordinances, and to further ensure that all files pertaining to land development are easily retrievable and accessible.

Review all Office reports and presentations, including, but not limited to: applications to be presented to the appropriate Plan Commission, Board of Zoning Appeals, commission or council, and make formal recommendations to the appropriate commission, board or council.

Attend and participate in all Plan Commission and Board of Zoning Appeals meeting for the City of Rushville and Rush County, as well as any meeting deemed appropriate by the governing board or council, concerning the growth and economic develop of the City of Rushville and Rush County.

Keep accurate minutes of all proceedings before the appropriate Plan Commission and Board of Zoning Appeals.

Other duties as assigned.

JOB REQUIREMENTS:

Bachelors of Science in Urban Planning, Public Policy and Administration, Public Affairs, Environmental Science or related area or a combined equivalency of 8 years education and work experience.

Preferred candidate to be certified planner by APA. If not certified the candidate would need to have a plan in place to become certified in 5 years.

Ability to understand and apply all applicable laws and ordinances as they apply to zoning, subdivision control, flood hazard management, land development, etc.

Ability to read and interpret applicable ordinances or law, legal descriptions, subdivision development plans, drainage plans, flood hazard maps, aerial photos, etc..

Ability to effectively communicate both verbally and in writing with the public, developers, and government officials, using above average verbal and writing skills. Ability to analyzed data, arrive at the conclusion based on data and report finding in oral and/or written format.

Above average working knowledge of Microsoft Windows, Microsoft Office Suite, Adobe Acrobat, and software-appropriate to land development, planning and zoning. Working knowledge of Geographic Information Systems (GIS).

Ability to work extended hours, including evening. Ability to travel out-of-town for conferences,-seminars, etc. which may require over-night lodging, for extended periods of time

Must be at least 21 years of age; possess valid Indiana driver's license, required to maintain said driver' license; provide proof of employment eligibility; pass background check and drug screening.

DIFFICULTY OF WORK

Incumbent performs duties which are broad in scope and involve many variables and considerations, sometimes with conflicting aspects. Incumbent exercises sound judgment in interpreting and applying ordinances to individual cases and complex circumstances, and projecting the impact of decisions made on the City of Rushville and Rush County

RESPONSIBILITY:

Incumbent serves as an Office head and works with minimal supervision; however, Incumbent also works in a team environment, with office personnel, developers, and the public with frequent interruptions. Incumbent could be placed in stressful and sometime sensitive situation and above average negotiation and conflict resolution skills are of the utmost importance. Decisions made have considerable impact of land development, the City of Rushville, Rush County and the public, where errors could possibility result in legal action.

PERSONAL WORK RELATIONSHIPS:

Incumbent primary contact is with co-workers, developers, the public, government officials, boards, commissions and councils, for the purpose of rendering services, providing accurate information regarding, ordinances, land development, flood hazard, and resolving issues.

PERSONAL WORK RELATIONSHIPS:

Incumbent reports directly to the JPZO Governing Board.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent duties are generally performed in a standard office environment; however, from time to time Incumbent may be required to work outdoors, which may include standing for long periods of time, walking, climbing and associated hazardous, such as rough, rocky, or muddy terrain and sometimes in inclement weather. Performance of job duties may include lifting and carrying object weighting 50 pounds or less.